

Heartfelt Estate Account Closure Template

Subject: Estate Account Closure and Final Balance Distribution Confirmation

Dear Bank Manager,

I am writing with a heavy heart to request a closing balance confirmation for the estate account of my late [relationship], [Deceased Person's Name].

Estate Account Details:

- Deceased Account Holder: [Full Name of Deceased]
- Account Number: [Estate Account Number]
- Date of Death: [DD/MM/YYYY]
- Account Closure Date: [DD/MM/YYYY]
- Legal Heir/Executor: [Your Name]
- Probate/Succession Certificate Number: [Legal Document Number]

Following the completion of all legal formalities and the distribution of assets among rightful heirs as per the will/succession certificate, the estate account has been closed.

The confirmation should include:

- Total balance at the time of death
- Any transactions post-death (if applicable)
- Final distribution details among beneficiaries
- Confirmation that all legal requirements were met
- Account closure completion date

This sensitive matter has been handled with the utmost care, and I appreciate your bank's understanding and support during this difficult time. The confirmation letter will provide closure to all family members and complete our legal obligations.

Please treat this request with priority and compassion.

Respectfully,

[Your Name]

[Relationship to Deceased]

[Contact Information]

[Signature and Date]

Get more templates here:

<https://www.lettersandtemplates.com/letters/closing-balance-confirmation-letter-format>